

Sherwood Public Library
Monthly Management Report
June 2016



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics

Monthly Circulation	Last month	This month	This month last year	% Change from same month last year	% Change from last month
Total check outs (includes digital)	30,260	31,252	31,314	-0.2%	3.3%
Physical check outs & renewals	28,266	29,122	29,839	-2.4%	3.0%
Self-checkouts only	8,451	8,808	8,707	1%	4.2%
% @ self-check	30%	30%	29%	4%	1.2%
Digital checkouts (Library2Go)	1,282	1,359	1,064	28%	6.0%
Digital checkouts (Cloud Library)	712	771	411	88%	8.3%
Total digital checkouts	1,994	2,130	1,475	44%	6.8%
% of total checkouts	6.6%	6.8%	4.7%	45%	3%
Check ins	20,091	20,992	20,606	2%	4.5%
Service Area population	22,485	22,485	22,172	1%	0.0%
Checkouts per capita	1.35	1.39	1.41	-2%	3.3%
Checkouts per card holder	2.76	2.79	2.77	1%	1.0%

Sherwood Library patrons checked out an average of nearly 3 items per person in June. Digital checkouts now comprises nearly 7% of all checkouts. Over 3,100 patrons accessed a free service with their library cards in June.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	93	120	176	-32%	23%
Total registered users	11,055	11,208	11,314	-1%	1%
Active this month	2,870	3,129	2,963	6%	8%
% of patrons active this month	26%	28%	26%	7%	7%

NOTE: Annual database purge March 6, 2016. Pre-purge total was 12,203. Purged 1,398 Sherwood accounts inactive for 3 years.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	338	184	945	-81%	2.6%	0%
Count of items withdrawn (including periodicals)	452	856	555	54%		
Total collection size	48,222	47,550				



This year we implemented an ordering schedule to cease ordering by the end of May and have fewer items still pending at the end of the fiscal year. We improved our workflow and successfully managed spending funds for books, multimedia and periodicals.

Volunteers	June Hours	Equivalent FTE	# of volunteers
Checkin (returns)	80.75	0.47	19
Checkin (taskset processing & holds)	56	0.32	7
Requests to fill	22	0.13	4
Shelving	13.5	0.08	3
Clerical/office asst	11.25	0.06	1
Program/outreach asst	7.25	0.04	4
Grand Total	190.75	1.10	46
Last month	229.25	1.32	46
% change	-20%	-20%	0%
This month last year	211.5	1.22	31
% change from last year	-10%	-10%	48%



Library visits have held near constant compared to June last year, despite more programs being offsite at the Center for the Arts or as part of outreach in the community.

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
22,238	23,519	5.8%	23,582	-0.3%	260	30	90	784	112

Programs & Activities

Programs & outreach	Mar-16	Apr-16	May-16	Jun-16
# of Adult Programs/Outreach	7	6	4	3
# of Teen Programs/Outreach	29	21	15	3
# of Youth Programs/Outreach	55	43	40	36
<i>School-aged</i>	<i>41</i>	<i>31</i>	<i>27</i>	<i>22</i>
<i>Storytimes</i>	<i>26</i>	<i>21</i>	<i>24</i>	<i>25</i>
# of Programs/Outreach for All Ages	3	4	4	7
TOTAL # of Programs/Outreach	70	57	54	46
TOTAL participation	1,680	1,358	1,660	2,022
Participation per FTE	167	135	165	201
Participation per capita	0.07	0.06	0.07	0.09
<i>Participation: adult programs</i>	<i>120</i>	<i>105</i>	<i>57</i>	<i>30</i>
<i>Participation: teen programs</i>	<i>141</i>	<i>59</i>	<i>72</i>	<i>20</i>
<i>Participation: youth programs</i>	<i>1,441</i>	<i>1,020</i>	<i>1,144</i>	<i>1,705</i>
<i>Participation: all age programs</i>	<i>172</i>	<i>209</i>	<i>393</i>	<i>538</i>
<i>Participation: school-aged</i>	<i>592</i>	<i>373</i>	<i>617</i>	<i>1,075</i>
<i>Participation: storytimes</i>	<i>1,117</i>	<i>903</i>	<i>1,013</i>	<i>1,201</i>

Outreach:

- Tualatin Park Outreach—12 participants
- Saturday Market Outreach—84 participants
- Edy Ridge 1st graders—72 participants
- Phoenix Academy Outreach—66 participants
- Altered Arts Festival—75 participants
- Helping Hands Library Newsletter distribution (Liz Myer)

Summer is our big outreach season and this year we participated in the Saturday Market and increased visits to schools to promote Summer Reading.

All Age Programs:

- Art Walk: Susan Kent, Artist Trading Cards Exhibit—42 participants
- Summer Reading Frozen Treat Kick-off—84 participants

Youth & Family Programs:

- Summer Reading Tuesday @ 2: Huitzilopochtli Danza Azteca—210 participants
- Paperback Pals—14 participants
- Coders' Academy—12 participants
- Cardboard Box Car Drive-In—28 participants
- Read to the Dogs—0 participants (1 sessions)
- Larger-than-Life Games—31 participants
- Storytimes
 - Baby Time: 80 participants (4 storytimes)
 - Toddler Storytimes, Tuesdays & Wednesdays: 447 participants (9 storytimes)

- Preschool Storytimes, Tuesdays & Wednesdays: 420 participants (9 storytimes)
- Saturday Family Storytime – 14 participants
- Storytime with Irma the Police Dog—70 participants
- Storytime in the Park (bilingual English & Spanish)—170 participants

Two new storytime events this summer were hugely popular and are already planned to repeat. Storytime with Irma the Police Dog was presented with Sherwood Police Chief and officers and included a tour of a police car. The Storytime in the Park series was a partnership offering with Sherwood School District, YMCA, Helping Hands, and other local agencies.

Teen:

- Fiction Friends—12 participants
- TeenLAB— 4 participants
- Stop-motion Animation Class—4 participants

Adult Programs:

- Spring Author Series: Tonya Russo—7 participants
- No time book club—4 participants
- Art Journaling Workshop—19 participants

Other Activities:

- Displays: LGBTQ/Pride Month, Father’s Day, Self-Help, Adult Summer Reading, Genres for Kids
- Tours: Tour for a 5th grade St. Francis class—26 participants
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group (Adrienne)
 - Cataloging (Mary)
 - CircUs (Jenny)
 - Latino Services (Crystal)
 - Adult Services Committee (Pinn Crawford)
- Other meetings (abbreviated):
 - City Council (Adrienne)
 - Library Advisory Board (Adrienne & Crystal)
 - Art Walk (Crystal)
 - Bilingual storytime planning
 - Records Management software demonstration in Tigard (Adrienne)
 - All Library Staff meeting (All)
 - Main Street meeting (Adrienne)
 - Rotary Peace Committee (Adrienne)
 - Annual Chamber Awards Dinner (Adrienne)
- Year-end purchasing and financial analysis
- Relay for Life fundraising for City of Sherwood
- Staff trainings:
 - Management training—Mary & Jenny
 - New volunteers—Jenny

Service Stories

A patron had lots of questions about the stories in the park program. She said she'd wanted to visit similar programs in other cities, but hadn't had a chance, so was very glad to have it here in Sherwood. She expressed her thanks to Jaime about all the wonderful programs going on this Summer. In particular, she loved getting the books at the start of the program as her kids were able to get started reading right away. *Submitted by Jenny Swanson, Public Services Supervising Librarian.*

[Pinn] and Jenny are AWESOME!!! I already knew this, of course, but I wanted to make sure that I told you as well. :) This is so incredibly helpful. I searched and searched for solid information about these microphotographs and kept running into walls. Now I can finish writing about the photographs and I can use the microscope scene that I already wrote, hoping we'd be able to verify that one could be used to view a microphotograph. :) I can't tell you how much I appreciate all of this. It's exactly what I need. *Submitted by a patron and local author.*

A patron shared the book selection was excellent there were very good well written books and there was a nice variety for kids and adults. She especially loved one of the cook books that had gluten-free recipes because her sister in law had the book and made yummy meals from it. She was also very happy that they got a book and [Summer Reading] pamphlets in the beginning so everyone could get started reading right away. She also said she is sending her husband to sign up because there are lots of good history books her husband might enjoy choosing from. Good job guys! *Submitted by Christie Surprise-Tolj, Library Assistant.*

A huge thank you to all of you that were a part of our 1st ever Story Time at Sherwood PD. As always Irma was a big hit and the kids loved the stories read by police officers...It was a huge success with 40 kids and 70 people overall in attendance, not counting city staff! Thank you Jaime, for working with us to make this happen. Stay safe and keep making a difference. *Submitted by Chief Groth, Sherwood Police Department.*

Respectfully submitted,

